

MEMORANDUM FOR: Executive Director-Comptroller


SUBJECT : Proposed Statement of Mission and Functions
of the Historical Staff

REFERENCE : Memo dtd 25 Sept 70 to DD/I, DD/P, DD/S&T,
DD/S, fr ExDir-Compt, re same subject

I agree with the proposed statement attached to the reference but offer two suggestions:

1. That the sixth line of paragraph (3)(b)(1) be changed to substitute "the" or "the several components" for "their."

2. That the word "Agency" be deleted from paragraph (3)(b)(4) since we have decentralized records and records management.


K. L. Bennerman
Deputy Director
for Support

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A-EO-DD/S:RHW:es (30 Sept 70)

Rewritten:ADD/S:JWC:es (1 Oct 70)

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MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Proposed Statement of Mission and Functions
of the Historical Staff

REFERENCE : Memo dtd 25 Sept 70 to DD/I, DD/P, DD/S&T,
DD/S, fr Ex. Dir.-Compt., re same subj

1. I have no serious problems with the proposed Mission and Functions of the Historical Staff, dated 15 September 1970, which was circulated with your memorandum of 25 September 1970.

2. Paragraph 3(b)(1) contains what may be a typographical error in the sixth line. I suggest that "assigned by their components" be changed to read "assigned by the several components."

3. Paragraph 3(b)(4) refers to "Agency records of historical value" and "Agency records management . . . programs." I suggest the word "Agency" be changed to "Directorate" in both places since we really don't have an Agency program or Agency records. [] places responsibility for records management with the Deputy Directors.

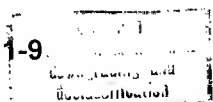
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4. Paragraph 3(b)(5) contains implications of the beginnings of an archives program. The collection of documents of historical value is properly the responsibility of qualified archivists and should be conducted under a systematic archives program. Such a collection also requires that suitable storage space be available. We do not now have space truly suitable for archives storage. The only space we have at the moment is in the Records Center where, as a matter of fact, the Chief of the Records Center on his own initiative has made an attempt to segregate documents which he considers to have archival value. This is an unsatisfactory arrangement, but we have found no acceptable alternative. You may recall that I recommended to you several months ago that we establish an archives program in the Agency and that responsibility for it be assigned to the Chief, Historical Staff. At that time you were not prepared to commit the resources necessary to develop an archives program or to assign responsibility for it to the Chief, Historical Staff. I have no objection to paragraph 3(b)(5), but I feel you should be aware of what seems to me to be its implications.

R. L. Bannerman
Deputy Director
for Support

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Executive Registry

DD/S 70.3965

25 September 1977

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science and Technology
Deputy Director for Support

Bob:

As you know, we have been trying to get out
Statement of Mission and Functions for the Historical Staff for some
time. I believe that the attached is something we should all be able to
live with and should appreciate your concurrence or at least acquies-
cence within the next few days. I do not want to put it through the usual
bureaucratic coordination process.

The only words I can see which might cause
one any pain are "directing" in paragraph (a) and "direction" in
paragraph (b) (2). I think "coordination" is not strong enough. Since
we are going to have an integrated Agency program, someone must
give general direction to it. At the same time, this does not prevent
one from appealing any action which is directed if he wants to do so.
It seems to me that this is the general philosophy of the way we do
everything in the Agency and that this need not be an exception.

Please let me hear from you as soon as
possible.

[Redacted Signature]

L. K. White

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Attachment

15 September 1970

Proposed Revision of
Mission and Functions of the CIA Historical Staff

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(3) CIA HISTORICAL STAFF

- (a) Mission. The Chief of the Historical Staff is responsible for developing and directing the Agency's Historical Program. The total program consists of separate programs in each Directorate and Independent Office and, based upon these, an overall Agency program. The Chief, CIA Historical Staff, will provide professional guidance and assistance to the total program with the objective of producing histories for background reading and orientation for operating officials, and recording:
 - (1) The role of the Director of Central Intelligence as the coordinator of the United States intelligence effort.
 - (2) The performance of the Central Intelligence Agency in the support of national security.
- (b) Functions. The Chief, CIA Historical Staff, will:
 - (1) Develop a continuing program to write the history of the Director of Central Intelligence and the Central Intelligence Agency and its components, including headquarters and overseas activities and operations, using for this purpose writers assigned by their components and writers attached directly to the Historical Staff.
 - (2) Provide guidance and direction to and review the implementation of the Agency Historical Program.
 - (3) Review for acceptance into the CIA Historical Program histories submitted by Agency components.

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(4) Participate in establishing and maintaining criteria to identify Agency records of historical value by providing guidance to Agency records management, retention, retrieval, and disposal programs.

(5) Develop and maintain a collection of research aids and selected documents to assist Agency historical writers; acquisition of documents to be with the consent of the originating or controlling component.

(6) Serve as historical adviser to the Director, and provide guidance and support to Agency officials on matters of historical interest and concern.

(7) Assist in such other Agency activities as may call for the participation of a historian.